



# NABAKRUSHNA CHOUDHURY CENTRE FOR DEVELOPMENT STUDIES

Bhubaneswar - 751 013, Odisha

( ICSSR Research Institute in Collaboration with Govt. of Odisha )

No. .... 890 ..... / NCDS

Date : 28.08.17

## QUOTATION CALL NOTICE

Sealed quotations are invited from reputed binders for binding of books and journals of the Library so as to reach this office within seven days from the date of issue of this order during office hours. Interested firms are requested to submit their up to date ITCC/STCC/GST certificate along with quotation. The binding will be made as per the following specifications within the stipulated period.

The undersigned is not bound to accept the lowest rate of quotation and may reject any or all the quotations without assigning any reason thereof.

### Specification of Binding

1. Binding will be done by good quality of rexin for journals and cotton for books.
2. The spine and four corners of the bound volumes will be used by good quality rexin.
3. The stitching of the volume should be strong and stable according to thickness of the spine. Sectional stitching should be done. All stitching will be done by juice stitching method.
4. A good quality gum especially Febicol or similar brand will be used.
5. All the content pages will be brought at the beginning of the volume and cover pages of each issue will be at their specific issues for binding of journals.
6. Remove full page advt., whenever possible without removing literature.
7. Embossing of bound volumes will be made in the spine only with the information supplied.
8. The binder shall cut the edge of journals accurately and take care to leave margins as wide as possible.
9. In the event of defect found later, the firm concerned shall have to remove the defect or rebind the volume at their own cost.
10. Work is to be completed within one month from the date of issue of letter.
11. The binder has to carry the documents and send back at their own cost.

  
29/08/17  
SECRETARY